10

	Updating	/Editing	Previous	Participation	n
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10.0 Updating/Editing Previous Participation...... 10-2

Revision Sheet

Date	Revision Description	
10/30/09	Previous Participation List page and the Step.3 Edit Previous Participation page has been modified to no longer display Inherited previous participation information.	
01/29/10	A checkbox was added to the previous participation detail page to provide users an option to check for NO scores received during their participation in a property	
	Loan Status information has been made mandatory on the previous participation detail page	
	3. A column has been added to the Previous Participation List page to display the origin of direct previous participation	
7/30/10	The N/A (not applicable) option was added to the Loan Status drop down list on the previous participation detail page. There was also a "check if current" selection box added to the loan status information section.	
	10/30/09	

10.0 Updating/Editing Previous Participation

- Note: APPS now <u>allows</u> previous participation to roll down to all the participants when added via the **Edit Previous Participation option**.
- Note: Please ensure that the following mandatory fields have information in them before you click save on this page; The "From" and "To" dates, the "Loan Status", "As of date" and "Was Loan in default"
- Note: If you did not receive a physical inspection or a management review score during the time you were part of the property, ensure that all the fields in those two sections are cleared before saving the previous participation information.
- Note: Once a Property Submission is approved by HUD please ensure that the previous participation for the new property is added to the participants in your organization structure.
 - 1. From the APPS home page select "Edit Previous Participation" from the *Select Participant Processing* drop-down list.

a. OR

- 2. From the 2530 Submission screen, select "Previous Participation" from the *Select* participant processing drop-down list.
- 3. Click Go The Previous Participation Search screen or the Previous Participation List screen displays depending on where you started. (Enter Participant TIN or SSN if at Search page and Previous Participation List screen will display)



Figure 10-1: Previous Participation List screen

- 4. Select Previous Participation to edit by clicking the radio button next to the Property Name.
- 5. Click Edit Participation.
- 6. Edit the appropriate fields.

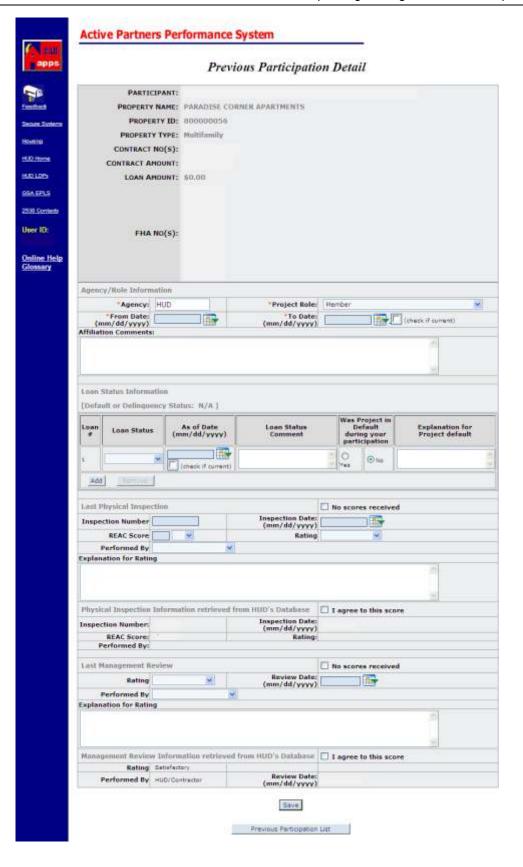


Figure 10-2: Previous Participation Detail screen

- 7. Click Save Screen displays with the message, "Save was successful."
- 8. When you are finished, click Previous Participation List. The Previous Participation List screen will display with your new information.



Figure 10-3: Previous Participation List Screen

- Click on 2530 Submission Edit Previous Participation to return to the
 Submission page.
 - The Industry partner responsible for updating their Physical Inspections

 Scores and the Management Review Sores prior to submitting any paper 2530 or E2530.

- It is not HUD obligated to enter this data and HUD systems will not automatically update this information.
- The industry should update their scores as they receive them from the inspectors and always before any paper 2530 or E2530 Submission. This can be done by going to the APPS home page and selecting Edit Previous Participation from the Participant Processing drop down menu. Users may edit this information at any time and DO NOT HAVE TO WAIT FOR A SUBMISSION.
- If the Industry has not received any scores Physical Inspections or

 Management Review Scores they must enter the following information in the
 comments field for Physical Inspections and Management Review:

Example: This entity has not received a Management Review for this property, or something of this nature. This entity has not received a REAC Physical Inspection for this property, or something of this nature.